



Department of Pesticide Regulation



Brian R. Leahy
Director

Edmund G. Brown Jr.
Governor

February 5, 2017

<T2 Instructor's Address>

Dear <T2 Instructor's name>,

In response to the new federal Worker Protection Standard (WPS) regulations, the Department of Pesticide Regulation (DPR) must review all Train-the-Trainer (T2) Instructor programs in order to evaluate and approve them for use after December 31, 2017. This applies to all T2 programs used to instruct those who work in the commercial or research production of an agricultural commodity. <<https://www.epa.gov/pesticide-worker-safety/revisions-worker-protection-standard>>. Once DPR reviews and approves your program, we will assign your program an official 2018 approval number.

In order for a T2 program to be approved by DPR for use after December 31st 2017, the T2 program will need to include the additional training topics, as required by the new WPS regulations that become effective January 1, 2018. (These additional training topic requirements will be incorporated into California regulations in a follow-up regulation package that will be available on DPR's website in mid-2017.) Trainers of fieldworkers and pesticide handlers not qualified under an approved T2 Program containing the 2018 topics will not be qualified to train beyond December 31, 2017.

DPR encourages you to revise and submit your T2 program as early as possible in order for us to evaluate the program and work with you to make any necessary changes. This will help ensure your revised T2 program gets through the review process earlier, allowing you to train on the 2018 topics ahead of the requirement effective date. To make the process as smooth as possible, please read the enclosed "*Criteria for Instructor Training (Train-the-Trainer) Programs*" and incorporate all the necessary changes into your T2 program prior to submission. Note, if there are multiple instructors under one T2 program, please submit one application for each instructor, along with the program and its related materials.

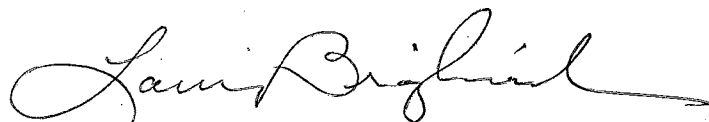
The criteria document <http://www.cdpr.ca.gov/docs/license/minimum_criteria.pdf> can also be found on DPR's T2 Instructors web page: <<http://www.cdpr.ca.gov/docs/license/trainers.htm>>.



Train-the-Trainer Program Instructors
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If you have any questions, please contact Leslie Crawl by phone at 916-322-2152 or by e-mail at <leslie.crawl@cdpr.ca.gov>.

Sincerely,

A handwritten signature in cursive script, reading "Laurie Brajkovich". The signature is fluid and extends to the right with a long horizontal stroke.

Laurie Brajkovich, Environmental Program Manager I
Licensing and Certification Program
Pest Management and Licensing Branch
916-445-9903
<laurie.brajkovich@cdpr.ca.gov>

Enclosures: 1. Criteria for Instructor Training (T2) Programs
2. Train-the-Trainer (T2) Program Approval Application

cc. Ms. Leslie Crawl, Senior Environmental Scientist (Supervisor), Pest Management & Licensing Branch (w/Enclosures)

Mr. Adolfo Gallo, Program Specialist, Pest Management & Licensing Branch
(w/Enclosures)

California Department of Pesticide Regulation

Criteria for Instructor Training (Train-the-Trainer) Programs for Trainers of Pesticide Handlers and Fieldworkers

Introduction

California pesticide worker safety regulations require pesticide safety training be provided to fieldworkers and pesticide handlers. The individuals providing training must meet minimum qualifications if they are training fieldworkers or pesticide handlers involved in the commercial or research production of an agricultural commodity. One way of becoming a qualified trainer is to attend a Train-the-Trainer (T2) course that is approved by the Department of Pesticide Regulation (DPR) and taught by a DPR-approved T2 instructor.

Background

The U.S. Environmental Protection Agency (U.S. EPA) 2015 Worker Protection Standard (WPS) requires individuals seeking to become trainers of fieldworkers and pesticide handlers by completing a T2 program to complete a *U.S. EPA-approved* T2 program starting January 2, 2017. The U.S. EPA has determined DPR's T2 program approval process is equivalent to U.S. EPA's and is allowing DPR to continue to review and approve all California T2 programs on behalf of the U.S. EPA. All T2 programs previously approved by DPR are U.S. EPA-approved through 2017 and have been assigned an Interim U.S. EPA Approval Number that is valid through December 31, 2017. In order to qualify trainers to train beyond December 31, 2017, California T2 programs will need to be revised to contain the additional new WPS training topics and must be submitted to DPR for review and approval.

Purpose

This document provides guidance to people interested in becoming DPR-approved instructors for trainers of fieldworkers and pesticide handlers in California. This document includes the minimum criteria for T2 instructors and their programs to meet California requirements under Title 3 of the California Code of Regulations (3 CCR) and U.S. EPA's 2015 WPS revisions. Current California regulations incorporate the federal WPS requirements for pesticide safety training and have been approved by U.S. EPA to either meet or exceed the current federal requirements. In California, the Food and Agricultural Code and the California Code of Regulations must be followed.

This document is organized into the following sections:

- I. Who is qualified to train?
- II. What are the minimum criteria that T2 instructors and programs must meet?
- III. How can I obtain DPR approval as a T2 instructor and for my T2 program?
- IV. What are the basic training requirements for pesticide handlers?
- V. What are the basic training requirements for fieldworkers?
- VI. What are the Differences between federal requirements and California-specific requirements?
- VII. APPENDICES A – D: Lists of training requirements and best practices.

I. Who is qualified to train?

Trainers of Fieldworkers and Pesticide Handlers involved in the production of an agricultural commodity:

Those with private applicator certifications (PACs) are qualified to provide fieldworker and handler training to their employees. Other persons considered “qualified” include qualified applicator licensees (QALs) and certificate holders (QACs), journeyman pilots (JPCs), agricultural pest control advisers (PCAs), registered professional foresters, county biologists with a valid license in pesticide use enforcement, U.C. Farm Advisors, and those who have completed a T2 program approved by DPR.

T2 Instructors and T2 Programs:

Individuals who wish to **instruct trainers** using a DPR-approved T2 program are required to meet certain qualifications. DPR is authorized to evaluate and approve T2 instructors and their T2 programs used to qualify **trainers** to train fieldworkers and pesticide handlers and on pesticide safety.

II. What are the minimum criteria that T2 instructors and programs must meet?

In order for an individual to be approved to hold T2 program courses, the individual must meet the qualifications to be a T2 instructor. Additionally, their T2 program and associated materials must be reviewed and approved by DPR.

Minimum Qualifications for T2 Instructors

1. Instructors conducting a T2 training program for trainers of **fieldworkers** must possess the following minimum qualifications:

- a. Demonstration of knowledge of pesticide regulatory requirements in fieldworker safety.

Note: DPR considers that the following qualifications meet this requirement: county biologists with a valid license in pesticide use enforcement issued by the California Department of Food and Agriculture; possession of a valid qualified applicator certificate (QAC), qualified applicator license (QAL), or agricultural pest control adviser license (PCA); or completion of training program courses related to regulatory requirements in fieldworker safety; or professional experience in providing instruction to persons handling pesticides or other chemicals.

AND

- b. Demonstration of knowledge of instruction techniques and principles of teaching, or professional experience in providing instruction to adults using a variety of methods such as discussion, small group work, games, and role play.
2. Instructors conducting a T2 program for trainers of **pesticide handlers** must possess the following minimum qualifications:

- a. Demonstration of knowledge of pesticide handling activities and regulatory requirements;

Note: DPR considers that the following qualifications meet this requirement: county

biologists with a valid license in pesticide use enforcement issued by the California Department of Food and Agriculture; possession of a valid qualified applicator certificate (QAC), qualified applicator license (QAL), or agricultural pest control adviser license (PCA); or completion of training program courses for pesticide handlers; or professional experience in providing instruction to persons handling pesticides or other chemicals.

AND

- b. Demonstration of knowledge of instruction techniques and principles of teaching, or professional experience in providing instruction to adults using a variety of methods such as discussion, small group work, games, and role play.

Training Requirements for all T2 Programs

1. Materials must provide instruction on providing training that covers the fieldworker training content and/or handler training content required by California regulations. Refer to Appendices A, B, C, and D at the end of this document for checklists of required training content and best practices.
2. Provide “how-to-train” information. The “how-to-train” content of these programs is just as important as the information on the pesticide safety topics that must be covered when training fieldworkers and pesticide handlers. Demonstration and utilization of hands-on training activities are highly encouraged. Prospective trainers must know how to effectively communicate the information to fieldworkers and pesticide handlers so that they understand how to work safely.
3. Stress that basic safety training for pesticide handlers and fieldworkers must be presented orally, using written materials or audio-visual materials (or a combination of the two) as aids and trainers must be present throughout the entire presentation to answer questions. The information must be presented so that it can be understood by the fieldworkers or pesticide handlers even if a translator is required. Training for fieldworkers must be presented using non-technical terms.
4. Provide a trainer's manual as part of the program. This manual should incorporate information on training methods and development of training programs, as well as in-depth information on the required concepts.
5. Provide written documentation to each pesticide safety trainer who satisfactorily completes the program. This documentation must include:
 - First and last name of attendee
 - Course title
 - Course date
 - Statement that participant has successfully completed the course
 - T2 Instructor’s signature, printed name, company, and address.
 - Approval number for the T2 Program (*will be given to you by DPR*)
6. Instructors who train trainers must document the following information on all persons who attend and successfully complete their training programs:
 - Attendee's name
 - Attendee’s business name or affiliation

- Street address or post office box number
- City
- State
- ZIP code
- Telephone number
- Date of training
- Training location
- T2 instructor name and the approval number for their T2 Program

This information must be made available to DPR upon request.

7. Provide DPR with an advanced schedule of training dates and locations. DPR has the authority to audit an instructor's T2 course to continually evaluate and qualify each program. Send schedule information in an email to: adolfo.gallo@cdpr.ca.gov.

III. How can I obtain DPR approval as a T2 Instructor and for my T2 program?

Please send your complete T2 Program approval request package to:

Train-the-Trainer Program
PML Branch, MS 3-A
Department of Pesticide Regulation
1001 I Street, P.O. Box 4015
Sacramento, CA 95812-4015

Persons requesting approval as a T2 instructor and for their T2 program must provide the following information:

1. *Train-the-Trainer (T2) Program Approval Application* (enclosed). Although optional, this form is a tool to help a prospective T2 Instructor provide the information DPR needs to approve your T2 program. Including this form will also help expedite the review process.
2. List of T2 instructor's qualifications, including: education, related professional experience (e.g., developing curriculum and providing instruction, knowledge of teaching techniques and principles of instruction), special skills, and areas of expertise.
3. Course outline that describes the program in detail. *Note that T2 programs must be kept current to reflect any changes in federal or state requirements. T2 training programs that are not updated according to changes in federal and/or state requirements are NOT considered approved.*
4. Copy of all course materials including required trainer manual, audio-visual aids, and handouts. The materials should indicate how each topic or section corresponds with the required elements for fieldworkers and handlers.
5. Copies of the applicable appendices (included at the end of this document) with the last two columns filled out. Appendix A contains a numbered list of the training concepts for fieldworkers and pesticide handlers. Appendix B contains a numbered list of additional training concepts for pesticide handlers. Appendix C contains the administrative requirements for fieldworker and pesticide handler training and Appendix D contains best practices for T2 Instructors' Training Programs.
6. A copy of the certificate that will be used to verify course completion.

IV. What are the basic training requirements for fieldworkers?

Who must be given pesticide safety training?

3 CCR section 6764 requires employers to provide training to all fieldworkers working in treated fields. "Fieldworker" is defined as any person who is employed to perform cultural practices in a treated field. The definition does not include persons performing tasks as a pest control adviser, field checker, or scout, nor does it include local, state, or federal officials performing inspections, sampling, or other similar official duties. (3 CCR section 6000)

California requires training for **all fieldworkers** entering a field that has been treated with a pesticide or has had a restricted entry interval in effect within the last 30 days. There are also additional training topics required for early entry workers.

When must training be given?

California requires that fieldworkers are trained before beginning work in a treated field on the establishment. Fieldworkers must be retrained annually.

What concepts must be covered in the fieldworker training program?

Training programs for fieldworkers must include the minimum requirements outlined in CCR 6764(b). The concepts are listed in Appendix A as a checklist for inclusion in your T2 Program.

Resources for training fieldworkers can be found on DPR's website:

<http://www.cdpr.ca.gov/docs/license/wpresources.htm>

What records must be kept by trainers of fieldworkers?

California regulations require that the date and the content of initial and annually required training be recorded for each fieldworker. The employee must sign the record. If the employer is not the trainer, the trainer must provide the employer with a copy of the training record for each employee trained and a copy of their trainer qualifications (this point should be emphasized in the T2 program). Employers are required to retain these records for two years, at a central location at the work place, so that employees may have access to the information. Employees must be given a copy of their training record upon request. These records are required to be made promptly available to DPR or County Agricultural Commissioner staff upon request.

V. What are the basic training requirements for pesticide handlers?

Who must be given pesticide safety training?

3 CCR section 6724 requires employers to provide training to employees who "handle" pesticides. "Handle" is defined as mixing, loading, transferring, or applying (including chemigation) or assisting with the application (including flagging) of pesticides, or servicing, repairing, cleaning, or handling equipment used in these activities. This definition also includes working with opened (including emptied, but unrinsed) containers of pesticides, adjusting, repairing, or removing treatment site coverings, incorporating pesticides into the soil, entering a treated area during any application, or performing the duties of a crop advisor, making observations of the well-being of plants, or taking samples during an application or any restricted entry interval listed on pesticide product labeling (3 CCR section 6000).

When must training be given?

Training must be completed before the employee is allowed to handle pesticides, continually updated to cover any new pesticides that will be handled, and repeated at least annually thereafter.

What concepts must be covered in the pesticide handler training program?

Training programs for pesticide handlers must include the minimum requirements outlined in CCR 6724(b). The concepts are listed in Appendix A as a checklist for inclusion in your T2 Program.

Resources for training pesticide handlers can be found on DPR's website:

<http://www.cdpr.ca.gov/docs/license/wpresources.htm>

What records must be kept by trainers of pesticide handlers?

California regulations require that the date and content of initial and annually required training and the job to be assigned be recorded for each handler. The employee must sign the record. If the employer is not the trainer, the trainer must provide the employer with a copy of the training record for each employee trained and a copy of their trainer qualifications (this point should be emphasized in the T2 program). Employers are required to retain these records for each employee assigned to handle pesticides for two years, at a central location at the work place, so that employees may have access to the information. Employees must be given a copy of their training record upon request. These records are required to be made promptly available to DPR or County Agricultural Commissioner staff upon request.

VI. Differences between federal requirements and California-specific requirements

U.S. EPA training materials are focused on what is required in Title 40 of the Code of Federal Regulations (40 CFR) Part 170, which is the Worker Protection Standard (WPS). There are four important ways that requirements are different in the federal WPS and the California Code of Regulations (CCR). As a T2 trainer, you must be sure to point out these differences in your training and make sure trainers understand that *they must teach California pesticide use regulations, not just federal WPS requirements.*

In addition to the federal requirements, California regulations require the following:

1. Warning signs posted in the field must show a **clearly visible skull and crossbones symbol**. (3 CCR section 6776)
(whereas CFR 40 Part 170.409 requires "A circle containing an upraised hand on the left and a stern face on the right must be near the center of the sign.")
2. Whenever employees are working as fieldworkers in a treated field or handling pesticides, the employer shall display at the worksite, all permanent decontamination facilities and decontamination facilities servicing 11 or more fieldworkers or handlers: a copy of a completed written "Hazard Communication Information for Employees Working in Fields" (Pesticide Safety Information Series leaflets A-9 for fieldworkers) or "Employees Handling Pesticides in Agricultural Settings" (Pesticide Safety Information Series leaflets A-8 for handlers). In the event that fieldworkers or handlers gather at a central location prior to transportation to the worksite, the Pesticide Safety Information Series leaflet A-8 or A-9, required to be at the worksite, may instead be displayed at that central location. (3 CCR section 6723 and 6761)
(whereas CFR 40 Part 170.311 requires that a pesticide safety display conveys basic pesticide safety concepts.)

3. Medical supervision is required if organophosphate or carbamate pesticides with the signal word "DANGER" or "WARNING" on the labeling are mixed, loaded, or applied.
(whereas CFR 40 Part 170 does not require medical monitoring for organophosphate or carbamate pesticides.)
4. The employer must ensure handlers have received respirator fit-testing, medical evaluation, and respirator training, if a respirator is required by label, restricted material permit condition, regulation, or employer.
(whereas CFR 40 Part 170.505 requires that handlers receive respirator fit-testing, medical evaluation, and respirator training, if a respirator is required by label.)

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Appendices continue on next page.

APPENDIX A

Fieldworker and Handler Pesticide Safety Training Topics

Please use the reference numbers (and where appropriate, sub-letters) to cross match with your T2 Program text and fill out the last two columns to expedite review and approval of your T2 Program.

Number	Training Topic	Check if included in Program	Cross reference to location of information in script, ppt, etc (e.g., line number, text)
1.a.	Employers must provide fieldworkers and handlers with information and protections designed to reduce work-related pesticide exposures and illnesses. This includes ensuring fieldworkers and handlers have been trained on pesticide safety.		
1.b.	Employers must provide pesticide safety and application specific hazard information,		
1.c.	decontamination supplies,		
1.d.	emergency medical assistance,		
1.e.	notification to fieldworkers of restrictions during applications,		
1.f.	notification to fieldworkers of restrictions to treated areas,		
1.g.	and that a fieldworker may designate a representative to request, on their behalf, pesticide application specific hazard information.		
2.a.	How to recognize and understand the meaning of the posted warning signs used for notifying fieldworkers of restrictions on entering pesticide treated areas on the establishment,		
2.b.	including both California and federal field posting signs and the difference between them.		
3.	How to follow directions and/or signs about keeping out of pesticide treated areas subject to a restricted-entry interval and application exclusion zones.		
4.a.	Where and in what forms pesticides may be encountered during work activities, and potential sources of pesticide exposure on the agricultural establishment. This includes exposure to pesticide residues that may be on or in plants,		
4.b.	on or in soil,		
4.c.	tractors, application and chemigation equipment,		
4.d.	used personal protective equipment (PPE),		
4.e.	and that pesticides may drift through the air from nearby applications, or		
4.f.	be in irrigation water.		
5.a.	Potential hazards from toxicity and exposure that pesticides present to fieldworkers and their families, including acute effects,		
5.b.	chronic effects,		
5.c.	delayed effects,		
5.d.	sensitization, and		
5.e.	common signs and symptoms of overexposure.		
6.	Routes through which pesticides can enter the body (e.g., dermal, eye, nose, oral).		
7.a.	Signs and symptoms of common types of pesticide poisoning.		
7.b.	Signs and symptoms of heat-related illness.		
8.	Emergency first aid for pesticide injuries or poisonings.		
9.a.	Routine and emergency decontamination procedures, including emergency eye flushing techniques, and		
9.b.	if pesticides are spilled or sprayed on the body to use decontamination supplies to wash immediately or rinse off in the nearest clean water including streams, springs, lakes, or other sources if they are more readily available than decontamination supplies,		
9.c.	and as soon as possible, follow up with a shower with soap and water, shampoo hair, and change into clean clothes.		

APPENDIX A (continued)

Fieldworker and Handler Pesticide Safety Training Topics

Number	Training Topic	Check if included in Program	Cross reference to location of information in script, ppt, etc (e.g., line number, text)
10.	How and when to get emergency medical care.		
11.a.	When working in pesticide treated areas, wear work clothing that protects the body from pesticide residues, and		
11.b.	wash hands before eating, drinking, using the toilet, or using chewing gum or tobacco.		
12.a.	As soon as possible after working in pesticide treated areas, wash or shower with soap and water, shampoo hair,		
12.b.	and change into clean clothes.		
13.	There are potential hazards from pesticide residues on clothing.		
14.a.	Wash work clothes before wearing them again and		
14.b.	wash them separately from other laundry.		
15.	Do not take pesticides or pesticide containers used at work home.		
16.	Safety Data Sheets (SDS) provide information about hazards, emergency medical treatment, and other information about pesticides that are used on the establishment.		
17.a.	The employer must display SDS for all pesticides used on the establishment that an employee may come in contact with,		
17.b.	Employers must tell fieldworkers and handlers where the SDS are located, and		
17.c.	allow fieldworkers and handlers to access to the SDS during normal working hours.		
18.	Employers are prohibited by the rule from allowing or directing a fieldworker to mix/load/or apply pesticides or assist in their application unless trained as a handler.		
19.a.	Employers must provide specific information to early entry fieldworkers before directing them to perform early entry activities.		
19.b.	Early entry fieldworkers must be 18 years of age or older.		
20.	There are hazards to children and pregnant women from pesticide exposure.		
21.	Keep children and non-working family away from pesticide treated areas.		
22.a.	After working in pesticide treated areas, remove boots or shoes before entering your home,		
22.b.	remove work clothes, and wash or shower before physical contact with children or family members.		
23.	How to report suspected use violations to the local County Agricultural Commissioner (CAC) for pesticide enforcement.		
24.	Employers are prohibited from intimidating, threatening, coercing, or discriminating against any fieldworker or handler for complying with or attempting to comply with California regulations, or because the fieldworker or handler provided, cause to be provided, or is about to provide information to the employer or the U.S. EPA, DPR, or CAC regarding conduct that the employee reasonably believes violated regulations, and/or made a complaint, testified, assisted, or participated in any manner in an investigations, proceeding, or hearing concerning compliance with regulations.		

APPENDIX B

Additional Handler Specific Pesticide Safety Training Topics

Please use the reference numbers (and where appropriate, sub-letters) to cross match with your T2 Program text and fill out the last two columns to expedite review and approval of your T2 Program.

Number	Training Topic	Check if included in Program	Cross reference to location of information in script, ppt, etc (e.g., line number, text)
1 – 24.	Topics 1 through 24 from Appendix A: Fieldworker and Handler Training Topics.		
25.	Information on proper application and use of pesticides.		
26.	Handlers must follow the portions of the labeling applicable to the safe use of the pesticide.		
27.	Format and meaning of information, such as precautionary statements about human health hazards contained on pesticide labels and in labeling applicable to the safe use of the pesticide.		
28.	Hazards of pesticides, including acute and chronic effects, delayed effects, and sensitization, as identified in pesticide product labeling, Safety Data Sheets (SDS), or Pesticide Safety Information Series (PSIS) leaflets.		
29.	Need for and appropriate use and removal of all personal protective equipment.		
30.	How to recognize, prevent, and provide first aid treatment for heat-related illness.		
31.	Safety requirements and procedures, including engineering controls (such as closed systems and closed cabs) for handling, transporting, storing, and disposing of pesticides, and general procedures for spill clean-up.		
32.	Environmental concerns, such as drift, runoff, and wildlife hazards.		
33.	Handlers must not apply pesticides in a manner that results in contact with workers or other persons.		
34.	The purpose and requirements for medical supervision if organophosphate or carbamate pesticides with the signal word “DANGER” or “WARNING” on the labeling are mixed, loaded, or applied for the commercial or research production of an agricultural commodity.		
35.a.	The responsibility of the employer to provide handlers with information and protections designed to reduce work-related pesticide exposures and illnesses. This includes providing, cleaning, maintaining, storing, and ensuring proper use of all required personal protective equipment,		
35.b.	providing decontamination supplies, and		
35.c.	providing specific information about pesticide use and labeling information.		
36.	Handlers must suspend a pesticide application if fieldworkers or other persons are in the application exclusion zone.		
37.	Handlers must be at least 18 years old.		
38.a.	The responsibility of the employer to ensure handlers have received respirator fit-testing,		
38.b.	medical evaluation, and		
38.c.	respirator training, if a respirator is required by label, restricted material permit condition, regulation, or employer.		
39.	The responsibility of the employer to post treated areas when the application occurs in an entirely enclosed space, when the (restricted entry interval) REI exceeds 4 hours for partially enclosed spaces, or when the REI exceeds 48 hours in open fields.		

APPENDIX C

Fieldworker or Pesticide Handler Training Administrative Requirements

Please use the reference numbers (and where appropriate, sub-letters) to cross match with your T2 Program text and fill out the last two columns to expedite review and approval of your T2 Program.

Number	Administrative Requirement	Check if included in Program	Cross reference to location of information in script, ppt, etc (e.g., line number, text)
1.	Training must be provided either orally from written materials or audio-visually.		
2.	Training must be provided in a manner the handler or fieldworker can understand.		
3.	The training location must be reasonably free from distractions and be conducive to training.		
4.	Training for fieldworkers or handlers may be conducted only by certified applicators, Pest Control Advisers, County Biologists licensed in pesticide regulation or investigation and environmental monitoring, Registered Professional Foresters, Farm Advisors employed by the University of California Extension office, or persons who have completed a DPR-approved Train-the-Trainer program.		
5	Fieldworkers and handlers must be trained annually.		
6.a.	Fieldworkers must be trained before they enter an area that has been treated with a pesticide,		
6.b.	or where a Restricted Entry Interval has been in effect within the last 30 days.		
7.	Handlers must be trained before they perform any handling task.		
8.	A qualified trainer must be present during the entire training session to respond to any questions.		
9.	Employers are responsible for maintaining records of handler or fieldworker training. The record must include: the trained handler's or fieldworker's printed name and signature, date of training, information identifying which training materials were used, trainer's name and qualification to train (e.g., train-the-trainer course certificate), and fieldworker or handler's name.		
10.	Employers must provide a copy of the training record to each handler or fieldworker upon his/her request.		

APPENDIX D

Best Practices for Train-the-Trainer Instructor Program Administration

Please use the reference numbers (and where appropriate, sub-letters) to cross match with your T2 Program text and fill out the last two columns to expedite review and approval of your T2 Program.

Number	Administrative Recommendation	Check if included in Program	Cross reference to location of information in script, ppt, etc (e.g., line number, text)
1.	Update Train-the-Trainer program with new information as regulations change.		
2.a.	Issue certificate of completion to qualified trainers.		
2.b.	Keep records of trainers qualified through the T2 program.		
3.	Provide techniques for training adults.		
4.	Provide techniques for training low-literacy audiences.		
5.	Incorporate any local (county) requirements and information into the training.		
6.	Describe how to schedule trainings for fieldworkers and handlers.		
7.	Include a pre- and post-training evaluation of the program to assess knowledge gained and program improvement needs.		

Train-the-Trainer (T2) Program Approval Application



T2 Instructor Contact Information

Instructor Name*	
Company Name*	
Company Address*	
City, State, ZIP Code*	
Work Phone*	
Cell Phone	
Fax*	
E-Mail Address*	

** Note that the asterisked items will be listed on our website unless you instruct otherwise. If you prefer an alternate contact on our website for public inquiries, please provide that information in the comments section below.*

Type of T2 Program

Who do you plan to instruct? (check all that apply)

- ☐ English speakers ☐ Spanish speakers ☐ Other language, specify: _____
- ☐ Trainers of Handlers ☐ Trainers of Fieldworkers
- ☐ General Public ☐ Other, please specify: _____

2018 Review and Approval Submittal

Please submit the following documents to us to expedite the review and approval process:

- ☐ this form (if multiple instructors, please include one form for each)
- ☐ list of T2 instructor's qualifications and other documents (e.g. resume, training certificates) that demonstrate knowledge of: pesticide regulations and instruction techniques
- ☐ detailed course outline of your T2 Program
- ☐ electronic copy of your complete T2 Program
- ☐ any handouts or supplemental materials (including videos)
- ☐ copies of the T2 guidance document appendices listing the required training topics - filled out with your respective T2 Program page numbers or content location
- ☐ T2 Trainer Manual you will provide attendees
- ☐ copy of your certificate you will provide attendees

Comments

List any specific information or instructions you would like us to know here:

--

Instructor's Signature

I affirm the information submitted with my program will be used to instruct my Train-the-Trainer courses. If I revise or update my program, I will send revisions to DPR for review and approval.

Name (printed)	
Signature	
Date	